

1 **THE REGULAR MEETING**
2 **OF THE**
3 **BOARD OF DIRECTORS**
4 **TRABUCO CANYON WATER DISTRICT**
5 **JULY 20, 2011**

6 The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD)
7 was called to order by President Mike Safranski at 7:01 p.m. at Trabuco Canyon Water District's
8 office located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Teresa Teichman,
9 Secretary to the Board of Directors, recorded and transcribed the minutes thereof.

10 **DIRECTORS PRESENT**

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12 Mike Safranski, President
13 Ed Mandich, Vice President
14 Jim Haselton, Director
15 Glenn Acosta, Director

16 **STAFF PRESENT**

17 Don Chadd, General Manager
18 Hector Ruiz, District Engineer
19 Teresa Teichman, Secretary to the Board of Directors
20 Michael Perea, Special Projects Manager
21 Karen Warner, Accounting Supervisor

22 **PUBLIC PRESENT**

23 There were no members of the public present.

24 **PLEDGE OF ALLEGIANCE**

25 Mr. Ed Mandich, VicePresident, led the Board and staff in the pledge of allegiance.

26 **VISITOR COMMENTS**

27 There were no visitor comments.

28 **ORAL COMMUNICATION**

1 There were no oral comments.

2 **DIRECTOR'S COMMENTS**

3 Director Haselton provided a recap of the June 30, 2011 Independent Special District of
4 Orange County (ISDOC) meeting.

5 President Safranski commented on recent articles in the Orange County Register as it
6 relates to public agencies.

7
8 **REPORT FROM THE GENERAL MANAGER**

9 General Manager, Mr. Don Chadd, provided an article entitled 'My Canyon' to each
10 director.

11 Mr. Chadd reviewed the district's customer consumption spreadsheet depicting water
12 consumption within the district by meter size, volume, and dollar amount.

13 Mr. Chadd provided information relating to ACWA elections and requested direction to
14 agendize the matter for August if it be the pleasure of the Board. The Board unanimously
15 declined.

16 **ITEMS TOO LATE TO BE AGENDIZED**

17 There were no items too late to be agendized.

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19 **CONSENT CALENDAR**

20 President Safranski announced that all matters under the Consent Calendar would be
21 approved by one motion unless a Board Member requests a separate action on a specific item.

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23 **ACTION CALENDAR**

24 President Safranski stated that the General Manager and staff had reviewed all matters
25 under the Action Calendar prior to the Board's consideration.

26
27 **MOTION:** A motion was made by Director Acosta and seconded by Director
28 Haselton to approve the Consent Calendar, Item Nos. 1A through 1E as presented. The motion carried 4-0 with Director Disston absent.

ADMINISTRATIVE MATTERS

**ITEM NO. 1F RATIFICATION OF DIRECTOR'S FEES AND EXPENSES AND
FUTURE MEETINGS**

Each director reviewed their attendance. No changes were made.

MOTION: A motion was made by Director Acosta and seconded by Vice President Mandich to approve the director's fees and expenses and future meeting as presented. The motion carried 4-0 with Director Disston absent.

**ITEM NO. 1G PUBLIC HEARING REGARDING WATER STANDBY
ASSESSMENT FOR FISCAL YEAR 2011/2012**

Mr. Chadd presented this issue providing background information relating to the purpose of the assessment and confirmed TCWD has not increased the amount of the Water Standby Assessment.

President Safranski opened the Public Hearing. No members of the public were present.

Mrs. Teresa Teichman, Secretary to the Board of Directors stated no verbal or written protest had been received to date on this matter.

President Safranski closed the public hearing. Discussion occurred.

MOTION: A motion was made by Director Acosta and seconded by Director Haselton to adopt Resolution No. 2011-1152 establishing Water Standby Assessment for fiscal year 2011/2012 at \$15.00 per acre, or portion thereof, for undeveloped acreage. The motion carried 4-0 with Director Disston absent.

**ITEM NO. 1H DISCUSSION AND POSSIBLE ACTION RELATING TO
ADMINISTRATIVE REVISION TO SECTIONS 3 AND 7 OF THE
2011 DISTRICT PERSONNEL AND SALARY POLICY**

Mr. Chadd reviewed the administrative revisions to the 2011 District Personnel and

Salary Policy with the Board. Mr. Chadd advised there are no substantive changes but rather language was modified in order to clarify Standby Duty Call Out, Standby Duty Compensation, Call Back Pay, and Holiday Compensation.

Discussion occurred between staff and the Board of Directors.

MOTION: A motion was made by Director Acosta and seconded by Vice President Mandich to move staff recommendation and approve as submitted. The motion carried 4-0 with Director Disston absent.

**ITEM NO. 1I DISCUSSION AND POSSIBLE ACTION RELATING TO
DISTRICT COMPUTER TABLET POLICY**

Mr. Chadd provided a copy of TCWD District Computer Tablet Use Policy for the Board's reviewed.

Mr. Chadd stated this is the same policy other Orange County agencies have adopted and advised section 5 was added specifically for TCWD.

Mr. Chadd advised staff has targeted the August 17, 2011 Board meeting as the date to launch the use of the computer tablets. Mr. Chadd suggests staff will use the tablets at the meeting and directors will follow along with the paper agendas. Mr. Chadd anticipates Director use of computer tablets at the time of the September 21, 2011 board meeting.

Discussion occurred relating to the benefits of the computer tablet including retrieval of information, note taking, and district cost and staff time savings relating to meeting preparation and packet assembly and distribution.

MOTION: A motion was made by Vice President Mandich and seconded by Director Acosta to approve the District Computer Tablet Use Policy as submitted. The motion carried 4-0 with Director Disston absent.

**ITEM NO. 1J DISCUSSION AND POSSIBLE ACTION RELATING TO
MONTHLY ENGINEERING/OPERATIONAL COMMITTEE
MEETING SCHEDULE**

Mr. Chadd reviewed with the Board of Directors TCWD's internal calendar of timelines and deadlines relating to monthly meetings. Mr. Chadd advised the current schedule backs the

1 Engineering/Operational committee up too close to the deadline for Board staff reports in order
2 to remain in compliance with Brown Act requirements.

3 Staff has recommended moving the Engineering/Operational Committee meeting from
4 the second Thursday of each month to the second Tuesday of each month.

5
6 **MOTION:** A motion was made by Vice President Mandich and seconded by Director
7 Acosta to approve as submitted. The motion carried 4-0 with Director
8 Disston absent.

9 **ENGINEERING MATTERS**

10 **ITEM NO. 1K STATUS UPDATE AND POSSIBLE ACTION RELATING TO**
11 **STORM DAMAGE**

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13 Mr. Ruiz advised he is began to work with URS Corporation on Project WSP2, the 8-inch
14 transmission line repair at Rose Creek Crossing. Mr. Ruiz stated FEMA has required
15 environmental clearance for this project, primarily consisting of any required permits from the
16 US Army Corp of Engineers, the Department of Fish and Game, and the Regional Water Quality
17 Control Board. Mr. Ruiz anticipates a three month timeline to secure the necessary
18 environmental permits.

19 Mr. Ruiz is waiting to receive formal notification from FEMA on the denial of Project
20 WSP 6. Project WSP 6 is the repair of the 16-inch Raw Water Transmission Line that crosses
21 Serrano Creek in the City of Lake Forest. Once the letter is received, Mr. Ruiz will compile the
22 three technical memos and submit them to FEMA with a letter of appeal.

23 Discussion occurred relating to repair options and alternatives.

24 The Board received and filed the information. No action taken.

25
26 **ITEM NO. 1L STATUS UPDATE RELATING TO BAKER REGIONAL WATER**
27 **TREATMENT FACILITY**
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1 Mr. Ruiz advised The Baker WTP Project Committee I scheduled to meet on July 14,
2 2011 to review the revised variance submitted by RBF Consulting for additional costs related to
3 the design. Mr. Ruiz stated overall, the BWTP Committee approved the revisions which will
4 incorporate an additional \$710,000.00 design costs.

5 Mr. Ruiz stated once the IRWD Board approves the variance, he will present to TCWD's
6 Board for approval. Discussion occurred relating to wheeling charges and potential change
7 orders.

8 The Board received and filed the status update. No action required.

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10 **ITEM NO. 1M STAFF REPORT AND POSSIBLE ACTION RELATING TO**
11 **BROOKSEED/DOVE INTER-TIE**

12 Mr. Chadd provided an ariel view diagram of the Brookseed/Dove area along with a
13 supply line diagram of the proposed intertie.

14 Mr. Ruiz discussed scenarios and explained TCWD's water operations as it relates to
15 replenishment and water levels at Dove Reservoir. Mr. Ruiz also discussed altitudes, pressures,
16 elevations and peak demand.

17 Mr. Ruiz presented a summary of evaluated alternatives and recommended proceeding
18 with the Brookseed/Dove intertie. Mr. Ruiz discussed additional benefits of the proposed intertie
19 relating to emergency situations, scheduled maintenance, hydrant water and TCWD's reclaimed
20 reservoir.

21 Mr. Ruiz advised the proposed intertie will primarily consist of an 8-inch pipeline with a
22 pressure reducing station and valves at Dove Reservoir.

23 The proposed pipeline alignment would be along an existing fire service road and
24 connection to an existing line at the Brookseed cul-de-sac, where approximately four private
25 properties will be directly impacted. Construction costs for this work will be developed during
26 the design phase. Preliminary projects costs of \$400,000 for the approximately 4,700 feet of
27 pipeline are based on TCWD staff performing a significant amount of the pipeline construction
28 and the use of HDPE pipe approved for potable water conveyance.

1 Mr. Chadd advised the funding will come out of the established Water Reliability and
2 Emergency Storage (WRES) Fund and not the General Fund.

3 Discussion occurred relating to pipe size and fire flow

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5 **MOTION:** A motion was made by Vice President Mandich and seconded by Director
6 Acosta to approve DMc Engineering to prepare required documents for
7 easement procurement and a not to exceed amount of \$4,200 and to
8 approve Psomas to conduct field work, engineering, and design documents
for construction of pipelines and valve stations for a not to exceed amount
of \$36,000. The motion carried 4-0 with Director Disston absent.

9 **ITEM NO. 1N STAFF REPORT AND POSSIBLE ACTION RELATING TO**
10 **TRABUCO HIGHLANDS PRESSURE ZONE EVALUATION**

11 Mr. Chadd provided the history of recent line breaks since the mid- 2000s in the Trabuco
12 Highlands area of the district. Mr. Ruiz discussed possible causes of such occurrences relating to
13 proper and improper backfill materials. Mr. Ruiz discussed the impact of water pressure at this
14 location and recommended evaluation of pressure reducing station at specific locations.

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16 Mr. Ruiz maintains it is more cost effective to continue with the repair of line breaks
17 rather than replacement of the entire line due to costs. Mr. Ruiz advised asphalt repairs account
18 for approximately 50 to 75 percent of the total line break cost of repairs. Reduced pressures will
19 reduce the area of damage as it relates to asphalt repairs.

20 Discussion occurred relating to the cost of labor and tentative location of pressure
21 reducing stations.

22 **MOTION:** A motion was made by Director Acosta and seconded by Director
23 Haselton to approve as submitted. The motion carried 4-0 with Director
24 Disston absent.

25 **ADMINISTRATIVE MATTERS**

26 **ITEM NO. 1O DISCUSSION AND POSSIBLE ACTION RELATING TO THE**
27 **AUTHORIZATION OF OFFICERS OF TRABUCO CANYON**
28 **WATER DISTRICT AUTHORIZED TO ORDER THE DEPOSIT**

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Discussion occurred relating to banking protocol. Mr. Chadd stated the individual staff designated as signers were selected as they have the least direct interaction with the finance department in order to ensure a check and balance system.

ITEM NO. 1P	DISCUSSION AND POSSIBLE ACTION REGARDING THE FINES
	IMPOSED BY THE SAN DIEGO REGIONAL WATER QUALITY
	CONTROL BOARD ON THE SANTA MARGARITA WATER
	DISTRICT RELATING TO THE 2010 SEWAGE SPILL

Discussion occurred relating to TCWD's percentage of sewage flows for dates March 23, 2010 through March 26, 2010.

ITEM NO. 1Q	DISCUSSION RELATING TO LOCAL AGENCY FORMATION COMMISSION (LAFCO) ORANGE COUNTY SHARED SERVICES AND FISCAL TRENDS ANALYSIS PROGRAM
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offer or find services to share.

Discussion occurred regarding the statistical information provided as it relates to TCWD.

The Board received and filed the information. No action taken.

**ITEM NO. 1R DISCUSSION AND POSSIBLE ACTION RELATING TO LOCAL
GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL
ITEMS**

Mr. Chadd provided information from the California Special District Association (CSDA) for the upcoming 2011 CSDA Board elections. Discussion occurred.

The Board received and filed the information. No action taken.

END ACTION CALENDAR

OTHER MATTERS

There were no other matters discussed.

ADDITIONAL DIRECTORS' COMMENTS

Director Acosta advised he has been elected to serve on the Dove Canyon Master Association's Board of Directors.

ADDITIONAL GENERAL MANAGER COMMENTS

First, Mr. Chadd advised the Board of the status of the unpaid invoice submitted to the City of Rancho Santa Margarita (City) in the amount of \$22,953.49 which was invoiced to the City on May 16, 2011. Mr. Chadd reminded the Board that City staff came to the April 21, 2010 TCWD Regular Board meeting and requested TCWD waive the required developer deposit in good faith to another neighboring public agency. This deposit is normally paid in

1 advance of projects. The board approved the request and agreed to an amount not to exceed
2 \$24,000.00 to be paid to TCWD upon completion of the project.

3 Mr. Chadd stated the City had required additional meetings and TCWD incurred
4 additional legal fees and both Mr. Chadd and the District Engineer had invested many hours into
5 this project, which was not intended. Mr. Chadd agreed to waive all General Manager and
6 District Engineering fees and the City remains unwilling to pay the \$750.00 shortfall. Mr. Chadd
7 advised TCWD has agreed to accept \$22,157.37 as payment in full in order that TCWD staff and
8 management do not invest additional unpaid time on this matter.
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10 Discussion occurred relating to contract cities and the costs absorbed by TCWD in an
11 effort to reduce another agencies public works project.
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13 Second, Mr. Chadd discussed a notice from the department of Public Health relating to
14 effluent flows of raw water from the Colorado River into TCWD's water treatment plant. Mr.
15 Chadd advised the District Engineer is conferring with other water agencies who also received
16 this same effluent water.

17 Third, Mr. Chadd discussed the Call-Em-All notification which TCWD's Customer
18 Service department provides to customers with delinquent accounts on a monthly basis. Mr.
19 Chadd advised per the Water Code, only one notification is required. In an effort to assist
20 customers TCWD has been providing three notices; two Call-Em-All's and one Notice of
21 Pending Disconnection hung at the service address.
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23 Discussion occurred relating to the first and second Call-Em-All and the increase in the
24 number of customers waiting to receive the first Call-Em-0All before paying. Mr. Chadd
25 advised staff will provide information in the August issue of *On-Tap* notifying customers the
26 first Call-Em-All will be discontinued effective September, 2011.
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1 Fourth, Mr. Chadd advised the City received a call stating the road is sinking on
2 Robinson Ranch Road, north of Heritage Drive. TCWD water personnel assessed the area and
3 found an approximate three foot depression in the asphalt that is sinking. TCWD personnel sunk
4 a probe which went down four feet. Discussion occurred relating to TCWD water transmission
5 lines that run under the depression and the potential damage and emergency situation which
6 could manifest if the City does not respond expeditiously and cautiously above TCWD's
7 infrastructure.
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9 Fifth, Mr. Chadd stated Director Disston is on vacation at the time of this Board meeting.

10 **ADJOURNMENT**

11 At 8:24 p.m. President Safranski adjourned the July 20, 2011 Regular Board Meeting.
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14 Respectfully Submitted,
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17 Teresa Teichman
18 Secretary to the Board of Directors
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